# Request for Records Disposition Authority

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|---|---|
| Records Schedule Number | DAA-0127-2013-0010 |
| Schedule Status | Approved |
| Agency or Establishment | Department of the Navy |
| Record Group / Scheduling Group | Records of the U S Marine Corps |
| Records Schedule applies to | Agency-wide |
| Schedule Subject | Live Scan Management System (LSMS) |
| Internal agency concurrences will be provided | Yes |
| Background Information | This is a Marine Corps Electronic Information System (EIS) currently listed within the DON Application and Database Management System and DoD IT Portfolio Repository (DADMS-DITPR-DON) |

## Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|---|---|---|---|
| 1 | 0 | 1 | 0 |

GAO Approval

# Outline of Records Schedule Items for DAA-0127-2013-0010

| Sequence Number | |
|---|---|
| 1 | LIVE SCAN MANAGEMENT SYSTEM (LSMS) |
| 1 1 | MASTER FILES<br>Disposition Authority Number: DAA-0127-2013-0010-0002 |

# Records Schedule Items

| Sequence Number | |
|---|---|
| 1 | **LIVE SCAN MANAGEMENT SYSTEM (LSMS)**<br>LSMS is a software application that supports an inkless fingerprinting process by electronically capturing, storing, and transmitting fingerprint images for law enforcement and/or identification purposes. Images are used for criminal records checks and background investigations or for registration and permits (or suspension or revocation of permits) |
| 1 1 | **MASTER FILES** |

Disposition Authority Number     DAA-0127-2013-0010-0002

Data elements include but are not limited to: Name, Rank, Social Security/Military ID Number, Address, Reason for fingerprint, and Phone Number, situation of charges, supporting information.

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|---|---|
| Final Disposition | Temporary |
| Item Status | Active |
| Is this item media neutral? | Yes |
| Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? | Yes |
| Do any of the records covered by this item exist as structured electronic data? | Yes |

| Manual Citation | Manual Title |
|---|---|
| SSIC 5580 | LAW ENFODRCEMENT RECORDS |

## Disposition Instruction

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|---|---|
| Cutoff Instruction | TEMPORARY |
| Transfer to Inactive Storage | Maintain records in the system for one year. Destroy when 1 to 10 years old based on the legal requirements for the purpose. |
| Retention Period | Maintain records in the system for one year. Destroy when 1 to 10 years old based on the legal requirements for the purpose |

## Additional Information

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|---|---|
| GAO Approval | Not Required |

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

| Date | Action | By | Title | Organization |
|------|--------|----|----|-------------|
| 01/29/2013 | Certify | Matthew Staden | Department of the Navy | Sec Nav/DON/AA - Record Report and Directives Management Division |
| 10/25/2013 | Submit for Concurrence | Steven Rhodes | Appraiser | National Archives and Records Administration - Records Management Services |
| 10/29/2013 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - Records Management Services |
| 10/29/2013 | Concur | Laurence Brewer | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 11/02/2013 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |